

Monday, February 1, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member

AGENDA

1. Request to approve the minutes of the January 4, 2016 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received January 2016.
 1. Didier Mompont Fire Department
 2. Lawrence Money Fire Department
 3. Mark Sanchez Fire Department
 4. Frank Carlos Morejon Parks & Recreation
 5. Freddy Batista Police Department
3. Report of Leave without Pay for January 2016.
4. Report of Civil Service Appointments for January 2016. **None.**
5. Report of Civil Service Resignations for January 2016.
 1. Lourdes T. Diaz Construction and Maintenance
 2. Margarita Umana-Gonzalez Fire Department
 3. Roderick Flowers Police Department
 4. Alberto J. Perez Streets Department
6. Report of Maternal/Paternal Leave for January 2016.
 1. Anderson Munoz Police Department
7. Report of Leave of Absence for January 2016. **None.**
8. Request to certify the eligibility list for **Budget Analyst.**
9. Request to conduct a Civil Service examination for the **Accounting Clerk I** position with the following criteria:
 - a. In- house, Competitive
 - b. 100% Written
 - c. Must obtain a minimum score of 70% on the oral portion.
 - d. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description and current eligibility list are attached.
Range 43 - \$822 - \$1,516 Bi-weekly

10. Request to conduct a Civil Service examination for the **Assistant Director of Parks (Alexis Vazquez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)
Range – Management

11. Request to conduct a Civil Service examination for the **Recreation Programs Supervisor (Einar Valerdi)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)
Range – Management

12. Request to approve the **new** civil service classification and job description for the position of **EPI Youth Program Coordinator**.

Copy of **new** job description is attached.
Range 51 - \$1,320 - \$2,692 Bi-weekly

13. Request to hear **Unfinished Business**.

14. Request to hear **New Business**.

NEXT PERSONNEL BOARD MEETING: Monday, March 7, 2016 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.